

INDIANAPOLIS JUVENILE CORRECTIONAL FACILITY

ORIENTATION FOR VISITS

Arriving at the Facility

All vehicles entering the Facility are subject to search. Anyone refusing a search of their vehicle will be required to exit the Facility immediately. Visitors to the Facility are not permitted to bring the following items inside the Facility.

Firearms	Alcoholic Beverages
Knives	Marijuana
Ammunition	Controlled Substances
Weapons	Cameras
Narcotics	Video or Audio Recorders
Medication	Electronic Devices – including hand-held video games
Radios	Tape recorders
Pagers	Cellular Telephones
Tobacco	Tobacco related items
Blackberries	

Cellular telephones, blackberries and pagers must be secured in your vehicle. They may not be brought into the Facility.

Medication is not permitted unless it is life saving or life-sustaining, such as nitroglycerin pills, oxygen bottles, bee sting kits, inhalers, etc.

It is important to understand that someone who may just be dropping you off at the Facility, and / or picking you up at the Facility are subject to the same rules for entering the Facility as a visitor.

Current employees of the Department of Correction must have written permission from the Superintendents of both facilities prior to being allowed to visit. Ex-employees who have been terminated from employment or who resigned prior to be terminated or while under investigation for violation of Department policy shall not be permitted to visit any students.

Ex-Students and Students currently on parole or probation must have permission from both their supervising agents and the Superintendent of the Facility before being allowed to visit. Such visits will be limited to immediate family members on.

The Indiana Department of Correction prohibits smoking on the grounds of any Facility. You may not smoke cigarettes outside or in your vehicle on State Grounds.

Application for Visitation:

In order for family members and friends to visit students, they must complete an application for visitation. The facility shall use State Form 14387 APPLICATION FOR VISITING PRIVILEGES, to provide visitors with the necessary information regarding visitation. The Facility Orientation Packet to include State Form 14387 Application for

Visiting Privileges shall be mailed out by the Records Rooms Clerk to family members and friends that the student wants to have approved to visit.

All adult visitors (18 years and older) must complete the application and mail it back in to the facility. Faxes of the application are not acceptable. It is important that the application is completed fully and all questions are answered honestly. Failure to provide all necessary information may result in a delay in the processing of the application or a denial of visitation privileges. Falsifying an application shall result in the applicant being banned from all correctional facilities for a period of one (1) year.

Visitors shall be permitted to visit only one (1) student within the Department unless the visitor has other immediate family members incarcerated in a Department facility. Visitors may request that they be removed from one (1) student's Visitor's List and be placed on another student's list in accordance with these administrative procedures.

This application, once approved, shall allow access to the facility to visit the designated student. The signature of the visitor acknowledges agreement to all rules and regulations included in this policy and operational procedure, including criminal background checks.

Children less than 18 years of age must be listed on the application of their parent/legal guardian, or an adult visitor who has the notarized permission of the child's parent or legal guardian who has custody of the child (not the student). State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT, shall be used for this purpose. The parental authorization form must be notarized by a Notary Public. When submitting State Form 48965, the parent/legal guardian must attach a copy of the child's birth certificate.

Criminal history checks will be conducted on each adult and child (12 and older) applying to visit an student. When a criminal history is found, the application will be reviewed and a decision made on a case-by-case basis. The information on the applicant's criminal history is treated as confidential and will not be released to the student.

Once a decision is made either approving or denying the application, the student shall be notified. The counselor is responsible for advising applicants that their applications have been approved or denied. The applicant's approved Department visiting application must be on file prior to visiting.

Visitors may have their names removed from a student's visiting list by making that request in writing. Once the name is removed, the visitor must wait six (6) months before applying to visit the same or another student. Exceptions may be made for immediate family members.

Visitors who require a reasonable accommodation for a disability must contact the visiting supervisor.

Visitation is a very important component of a Student's stay at I.J.C.F. It is important that parents/guardians continue to support the student and reinforce the positive changes being made. It is also important for parents/guardians, and the staff of I.J.C.F. to realize they are on the same team and have the same goal, which is to help the students leave the facility with an ability to succeed in the community. We encourage parents/guardians to visit, ask questions, learn about our program and be involved with the treatment of their child. Please feel free to contact your child's Counselor to ask questions, make comments, and stay updated on your child's progress.

If a parent/guardian has completed visitor orientation, this individual will not have to complete visitor orientation again unless the student has been released from the facility and has been gone for 6 month or longer before returning. This provision includes parents/guardians with a child that is released from the facility when another sibling could be admitted to the facility within that 6 month period.

Visitor Orientation is on Saturday & Sunday from 11:45 A.M. to 12:45 P.M.

Visitors List

In order to visit a student, the visitor must be on the student's visitors' list. The student has been given information on how to put someone on her visitor's list. If you are uncertain as to whether you are on the student's visitors list please contact the student you wish to visit. Do not call the facility for this information it cannot be given over the phone.

Liability

Visitors enter the facility and the visiting area at their own risk. The facility or the Department of Correction will assume no liability for any injuries or damage or loss of property as a result of a person entering the visiting area or any other area within the facility.

Trafficking

The giving or receiving of any item(s) to/from an student without the prior approval of staff shall be considered trafficking. Visitors caught trafficking with students shall be subject to arrest and criminal prosecution and the permanent denial of visits with any student under the jurisdiction of the Department of Correction. The only exception to this rule is that a visitor may purchase soft drinks or snacks from the vending machines in the visiting area and share them with the student. The student shall not be permitted to take anything out of the visiting area when the visit is finished.

Searches

All visitors entering the facility shall be minimally subject to a same gender "modified" frisk search by staff which shall include the breast and groin area being physically searched. With the visitor's consent, this search may be conducted by staff of opposite gender. Additionally, visitors entering visiting areas shall be subject to additional searches using metal detectors and ion scanning equipment. Specially trained search dogs (K-9s) may be used as a

part of the search process both prior to a visitor entering the visiting area and in the actual visiting room during visits. Any person refusing to be searched at any time shall not be permitted to enter the facility and a visit may be terminated if a visitor refuses to be searched or contraband or prohibited property are found on the visitor or in the visitor's property. If a visitor does not wish to be searched either by hand or by using other means, the visitor should not attempt to enter the facility

Registration

Visitors must register with staff at the visitor processing desk prior to entering the visiting area. Visitors will be required to sign the entry log and be approved for the visit before they will be allowed to enter the visiting area.

Bodily Contact Between Students and Visitors

Visitors who have contact visits are allowed to shake hands, embrace, and kiss at the beginning and end of each visit. Kissing and embracing are not allowed during the actual visit. Students may hold hands with their visitors during the visit; however, there shall be no other contact between student and visitor.

Children who are too small to sit in a chair by themselves may sit on the lap of the student or the visitor during the visit. Visitors who bring children to the Visiting Room are to be responsible for maintaining control of their children at all times. Children are to remain seated at the table with the rest of the visitors for the entire visit. Children are not to be passed around to people outside of the table of the student being visited. Visits may be terminated if the visitor does not properly supervise children brought into the Visiting Room.

Non-Contact Visits

Failure to follow Facility rules, belligerent behavior on the part of the visitor, trafficking, or other violations may result in the student and their visitors being limited to non-contact visitation; suspension of visiting privileges or termination of visitation privileges. The Superintendent makes the final decision regarding the implementation of non-contact visits, as well as suspension and permanent termination of visiting privileges. Students housed in the Special Management Unit who receive approved visits will have non-contact visits.

Visitation occurs on weekends and weekday nights when Administrative Staff are normally not present, therefore the Shift Supervisor will make the decision if the visit is to be terminated or modified in any way on the day of the visit. Decisions regarding permanent termination or modification of visits will be made by the Superintendent. If you have concern or questions regarding your experience visiting our facility, please address it with the student's Counselor.

Sex Student Visitation

Students who have been convicted of sex crimes involving persons under the age of 18 years old may be denied visitation with any persons under the age of 18 years old. In these cases, the student shall be made aware of this restriction and may appeal the decision to deny these visits. Visitors should be aware of this restriction before attempting to bring persons under the age of 18 years old to visit.

Telephone Calls

Collect phone calls may be placed by students between 7 A.M. and 9 P.M. Your student's Counselor approves and changes all phone lists. All phone calls are collect. Initially students are only authorized to telephone their legal guardian while in the orientation unit. Once a student is assigned to her living unit, students may add anyone who is approved to visit (immediate family, including parents, grandparents and siblings) to the telephone list. When a student is approved to add to her visiting list, she may add the same person to her telephone list.

Identification Requirements

All visitors to the Facility who are 16 years or older must have a Picture Identification, or they will not be admitted to the Facility.

a valid driver's license from the state of residence

a valid state photo identification card from the state of residence

a valid photo military identification card (active duty only)

a valid passport

Dress Requirements

Visitors shall wear clothing that poses no threat to the security, custody or maintenance of order at the facility. The following standards are to be met:

1. Undergarments must be worn at all times.
2. Shoes must be worn, except for infants who are carried.
3. Tight fitting, such as stirrup, lycra pants, or leggings, shall not be worn.
4. Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and not have deep slits.
5. Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.
6. All visitors must wear a shirt/**blouse** with sleeves.
7. No jewelry, except a wedding band or set, may be worn in the visitation area
8. Hats or other head coverings are not permitted, except as required by religious beliefs.
9. No heavy coats or sweaters will be permitted in the visiting area.
10. Articles of clothing (hats, belt buckles, shirts, etc.) that advertise alcohol or tobacco products, illegal substances, satanic, racial, gang references or have sexual implications of any type are not permitted.
11. Hats and sunglasses are not to be worn inside any building.

If there is any doubt about whether an article of clothing is appropriate, the visitor should ask prior to wearing it into the Facility.

Items Permitted in the Visiting Room

The following items are the only items that may be carried into the Visiting Room by visitors:

1. Identification
2. No more than \$20.00 in change (no bills) money shall not be given to students,
3. Personal keys

For babies only: one diaper and one bottle

Consumption of Food during Visits:

Visitors may purchase food and drinks for students to consume during visits from the vending machines in the Visiting Room only. Visitors may not access the vending machines in the Administration Building, and may not bring food in from outside (unless students have received the required points per token economy to be allowed this privilege). Parents/Guardian shall be notified via the telephone by the counselor when a student has achieved the required points for food items to be brought in. When this occurs food items purchased from **restaurants only** are allowed and are to be searched. Drinks cannot be brought in from the outside by visitors but are to be purchased in the visiting room. Students are not to handle money at any time. Students may be allowed during visits to walk to the vending machine to view the items in the vending machines. Students may not take any food items out of the Visiting Room upon completion of visits.

In order to provide an opportunity for students and their families to visit in a safe environment, the following rules for visitation have been implemented by the Indiana Department of Correction and the Indianapolis Juvenile Correctional Facility. It is imperative that all visitors to this Facility abide by the rules for visitation, and failure to do so may result in suspension or termination of visiting privileges.

Visitors, including their person, personal property, and vehicles, while on Department of Correction property, are subject to search at any time. Failure to submit to a search will result in the visitor being required to leave Facility grounds immediately.

Visitors enter the Visiting Area at their own risk. The Department of Correction will not assume responsibility for injury or damage to property while on the Facility Grounds.

The exchange of any items or substance between visitors and students is considered Trafficking, and is strictly prohibited. Students may not give any item to their visitor, and visitors may not give any items, including pictures, telephone numbers, addresses, money, clothing food, etc., to any student. Trafficking is a violation of Indiana Statute, and is grounds for suspension and or termination of visits, and could possibly result in criminal charges being filed.

Visiting Restrictions:

1. Visitors may visit on Saturday, Sunday, Monday and Wednesday evenings and state observed holidays. All students are allowed one visit per designated visiting day. Family members are encouraged to communicate with each other to coordinate their visits.
2. Students are allowed up to four (4) approved visitors at the visit.
3. Visitors under the age of 18 must be accompanied by a parents or legal guardian at all times while on Facility Grounds.
4. Visitors who are suspected to be under the influence of drugs or alcohol will not be allowed to visit, and will be required to leave the Facility Grounds immediately.
5. Once a visit begins, no one else will be permitted to enter the visit.
6. Visitors will not be permitted to re-enter the Visitation Area once they leave.
7. Students who are admitted to the Special Management Unit are not eligible for visitation, without prior approval from the Unit Counselor.
8. Tobacco products of any type are not permitted on the Grounds or in any Building of the Facility. Smoking is prohibited on grounds, even in your personal vehicle.

Visitation Days and Hours

Visitors will be allowed 1 ½ hours long visits (exceptions to the 1 ½ time designated is the Special Management Unit for security reasons.)

Saturday & Sunday

8:00a.m. – 11:00a.m.
1:00p.m. – 5:00p.m.

Monday & Wednesday

6:30p.m. – 8:30p.m.

Students will also receive visits on observed state holidays.

Directions

If you plan to drive to the facility you may telephone the facility for the driving directions or you may check the Internet site for the Indiana Department of Correction (www.in.gov/idoc.) and find the directions under the name of the facility.

Termination of Visits

The Superintendent or designee may terminate a visit at any time if they believe that ending the visit is in the best interests of the safety and security of the facility or the persons involved.

Suspension of Visiting Privileges

The Superintendent may temporarily or permanently suspend a person's visiting privileges for violation of these rules, violation of Department of Correction or facility procedures, or if it is in the best interests of the safety and security of the facility or persons involved. In cases where a suspension is for 60 days or more, the visitor shall not be permitted to visit any student until the suspension has been lifted. Visitors shall be notified in writing of any suspension of visiting privileges and shall be permitted to appeal the suspension to the Executive Director of Juvenile Services.